

South Dakota Department of Education
Office of Educational Services and Support
700 Governors Drive
Pierre, SD 57501

Research Study on Student Accommodation Use in Instruction and with Statewide Assessments

REQUEST FOR PROPOSALS

DOE-07-004

Equal Opportunity Employer

Proposal Issue Date: July 18, 2006
Proposal Due Date: August 18, 2006
Approximate Proposal Award Notification Date: September 1, 2006
Proposal Contact: Melissa Flor (605) 773-8195
E-mail: Melissa.flor@state.sd.us

Research Study on Student Accommodation Use in Instruction and with Statewide Assessments

DOE-07-004

The South Dakota State Department of Education (SDDOE) is seeking proposals for a South Dakota accommodation research study to ensure that appropriate accommodations are available to students with disabilities and are consistent with instructional practices and are congruent with the use for statewide assessments. Eligible applicants are those that can demonstrate knowledge of students with disabilities, understanding the IEP process, appropriate accommodations, and confidentiality. SDDOE will award one (1) contract with a term of one year. The original contract will run from September 1, 2006 – September 1, 2007.

Issuing Office and RFP Reference Number

SDDOE, Office of Educational Services and Support is the issuing office for this document and all subsequent addenda relating to it. The reference number for the transaction is RFP 07-004. This number must be referred to on all proposals, correspondence, and documentation relation to the RFP.

Submitting Your Proposal

Proposals must be postmarked by **August 18, 2006** or hand delivered to SDDOE by 5:00 PM (CST) on the stated deadline. Proposals received after the deadline will be late and ineligible for consideration. DOE is not responsible for transmittal time or irregularities in delivery on the part of the US Postal Service or other courier services. Faxed or emailed proposals will not be accepted. Mail or deliver the completed application to:

Melissa Flor, Special Education Programs
South Dakota Department of Education
Office of Educational Services and Support
700 Governors Drive
Pierre, SD 57501-2291

Submit three (3) copies of each proposal (one bearing an original signature).

In addition, a resume for the lead researcher including two (2) references along with one (1) copy of the entire proposal, including all attachments, should be provided in Microsoft Word or PDF electronic format. Electronically formatted copies of the proposal may not be sent via email.

The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.

Questions regarding this RFP can be submitted to the following contacts:

Program Matters

Melissa Flor
605-773-8195
Melissa.Flor@state.sd.us

Fiscal Matters

Mark Gageby
605-773-3727
mark.gageby@state.sd.us

Description of Services to be Performed

The primary goal of the South Dakota Accommodation Study is to ensure that appropriate accommodations are available to students with disabilities and are consistent with instructional practices and are congruent with statewide assessments.

The federal requirements for accommodation on instruction and statewide assessments are available at: <http://www.ed.gov/legislation/FedRegister/proprule/2005-4/121505a.html> . It is covered under Section 200.6 Inclusion of all Students and Section 300.160 Participation in Assessments.

The primary purposes of this RFP are to conduct an independent investigation into whether appropriate accommodations are used by students taking tests given in South Dakota to satisfy the requirements of the No Child Left Behind Act and to generate a report of findings and recommendations to be used for Title I peer review of the state's standards and assessment systems.

The Accommodation Research Study will address the following questions:

- What process does the Individual Education Plan (IEP) team go through to determine appropriate accommodation(s)?
- Are students receiving instruction in the classroom during the school year according to the accommodation(s) on their IEP?
- Does the IEP indicate the type of appropriate accommodation(s) that the student will be using on the statewide assessment?
- Are the students using appropriate accommodation(s) on Dakota STEP assessment upon which they have been instructed during the school year?
- Are the accommodations on the IEP congruent with the accommodation(s) documented on the Dakota STEP?

The researcher's responsibilities and study design will include:

A. Data collection instruments

- Develop a consent form for parent/guardian and district to examine student IEP with input and approval from SDDOE. It will be hosted on the SDDOE website.
- Data collection form with input and approval from SDDOE.
- Special Education Teacher survey(s) developed by study researcher with input and approval from SDDOE. It will be hosted on the SDDOE website.
- Administrator survey(s) developed by researcher with input and approval from SDDOE. It will be hosted on the SDDOE website.
- General Education Teacher survey(s) developed by study researcher with input and approval from SDDOE. It will be hosted on the SDDOE website.
- Developing a sampling plan to address the research questions with input and approval from SDDOE.
- Collect the data called for in the sampling plan.

- Analyze student accommodations on their IEP's for grades 3-8 and 11 in South Dakota Public Schools
- Conduct site visits and analyze data collected.
- Analyze accommodation information collected on the Dakota STEP to determine if it is congruent with the other data collected.
- Prepare a report of the study findings and recommendations.

B. Management Plan

- Identify qualifications related to this project
- Develop timelines for data collection
- Clearly define roles and responsibilities of staff to carry out evaluation
- Prepare monthly, mid-year and final reports
- Consult with SDDOE regarding federal reporting requirements and provide data as needed for federal reports
- Participate in face-to-face meetings with SDDOE as needed

Proposal Response Format

All proposals must be organized and tabbed with labels for the following headings:

1. **Executive Summary** (20 points) The executive summary is to briefly describe the proposal and should be no longer than two pages in length. This summary should highlight the major features of the proposal. The reader should be able to determine the essence of the proposal by reading the executive summary.
2. **Detailed Response** (50 points) This section should constitute the major portion of the proposal and must contain at least the following information:
 - a. A complete narrative of the researcher's assessment of the work to be performed, the researcher's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the researcher's understanding of the desired overall performance expectations.
 - b. Specific timeline for the project.
 - c. A specific point-by-point response to the "Services to be Performed".
 - d. A clear description of any options or alternatives proposed.
3. **Budget/Budget Narrative** (30 points) All costs related to the provision of the required services must be included in the provided budget form. Provide a budget narrative containing sufficient details to justify costs.

Proposal Evaluation and Award Process

After determining that a proposal satisfies the mandatory requirements stated in the RFP, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering the: Executive Summary, Detailed Response and Budget/Budget Narrative.

SDDOE reserves the right to reject any or all proposals, waive technicalities, and make awards as deemed to be in the best interest of SDDOE.

The contents of this RFP, any subsequent correspondence during the proposal evaluation period, and such other stipulations as agreed upon may be made a part of the final contract developed by SDDOE.

<p align="center">Research study on student accommodation use in instruction and with statewide assessments</p> <p align="center">Researcher _____</p>		
Category	Budget Year 1	Total
Salaries		
Employee Benefits		
Purchased Services		
Travel		
Supplies & Materials		
Subtotal		
*Indirect Costs		
Total		

*Indirect Cost Information (To be completed by your Business Office): If you are requesting to budget for restricted indirect costs on line 6, please answer the following questions:

- (1) Are you a South Dakota Public School District? ____ Yes ____ No If yes, use your state approves restricted indirect cost rate. If no, go to number two.
- (2) Do you have a Restricted Indirect Cost Rate Agreement approved by an agency of the state or federal government? ____ Yes ____ No If no, you may not claim indirect costs, If yes, go to number three.
- (3) Period Covered by the Restricted Indirect Cost Rate Agreement: From: _____ To: _____ (mm/dd/yyyy)
- (4) Approving agency (please specify):

Please attach a copy of your approved restricted indirect cost rate agreement. The maximum indirect cost that will be paid by the State is 8%.